

Mechanical Permit Application

CITY OF CLARE
202 W. FIFTH STREET
989-386-7541

www.cityofclare.org

Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit cannot be issued

I. Job Location

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)		COUNTY	

II. Contractor / Homeowner Information

INDICATE WHO THE APPLICANT IS <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner		NAME		STATE LICENSE NUMBER		EXPIRATION DATE			
ADDRESS (Street Number and Name)				STATE REGISTRATION NUMBER		LOCAL LICENSING JURISDICTION			
CITY		STATE		ZIP CODE		LOCAL LICENSE NUMBER		EXPIRATION DATE	
TELEPHONE NUMBER (Include Area Code)						FEDERAL EMPLOYER ID NUMBER (or reason for exemption)			
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)						UIA NUMBER (or reason for exemption)			

III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> State Owned
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> School

IV. Plan Review Required

Plans must be submitted with an Application for Plan Examination and the appropriate deposit before a permit can be issued, except as listed below.

Plans are not required for the following:

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage building having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00

If work being performed is described above, check box below "Plans Not Required."

What is the building size in square footage? _____
 What is the input rating of the heating system in this building? _____

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

BBC Plan Review Project No. _____ **Plans Not Required**

V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125, 1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subject to civil fines.

SIGNATURE OF CONTRACTOR OR HOMEOWNER (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)	DATE
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VI. Homeowner Affidavit

I hereby certify the mechanical work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the City's Mechanical Inspector. I will cooperate with the City's Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

Complete Application on Back Side

VII. Fee Clarification

Item #2, Residential Heating System:

This item is used for the installation of a heating system in a **new residential structure**. Items #10 Gas Piping and #18 Duct **SHOULD NOT BE** charged. Replacement systems should be itemized.

Items #14 and #15, Tanks: A homeowner must own tank to install. If homeowner does not own tank, a licensed mechanical contractor must install tank.

VIII. Fee Chart – enter the number of items being installed, multiply by the unit price for total fee.

125

	Fee	# Items	Total
1. Application Fee (non-refundable)	\$50.00	1	\$50.00
2. Residential Heating System (includes duct & pipe) New Building Only*	\$50.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00		
4. Boiler	\$30.00		
5. Water Heater	\$5.00		
6. Damper	\$5.00		
7. Solid Fuel Equip. (includes chimney)	\$30.00		
37. Gas Burning Fireplace	\$30.00		
8. Chimney, Factory built (installed separately)	\$25.00		
9. Solar; set of 3 panels – fluid transfer (includes piping)	\$20.00		
10. Gas Piping; each opening – new installation (residential)	\$5.00		
11. Air Conditioning (includes split systems) RTU – Cooling Only	\$30.00		
12. Heat Pumps (complete residential)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust	\$5.00		
Tanks			
14. Aboveground***	\$20.00		
38. Aboveground Connection	\$20.00		
15. Underground***	\$25.00		
39. Underground Connection	\$25.00		
16. Humidifiers/Air Cleaners	\$10.00		
Piping (ALL piping-minimum fee \$25.00)			
17. Fuel Gas Piping	\$.05/ft		
40. Process Piping	\$.05/ft		
41. Hydronic Piping	\$.05/ft		
42. Refrigeration Piping	\$.05/ft		

	Fee		Total
18. Duct (minimum fee \$25.00)	\$.10/ft		
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
Air Handlers/heat Wheels		#Items	
20. Under 10,000 CFM	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods/Exhausters	\$15.00		
23. Heat Recovery units	\$10.00		
24. V.A.V. Boxes	\$10.00		
25. Unit Ventilators/PTAC Units	\$10.00		
26. Unit Heaters (terminal units)	\$15.00		
27. Fire Suppression/Protection (includes piping – Minimum fee \$20.00)	\$.75/head		
28. Coils (Heat/Cool)	\$30.00		
29. Refrigeration (split system)	\$30.00		
30. Chiller	\$30.00		
31. Cooling Towers	\$30.00		
32. Compressor/Condenser	\$30.00		
Inspections			
33. Special Insp. (pertaining to sale of building)	\$50.00		
34. Additional Inspection	\$50.00		
35. Final Inspection	\$50.00	1	\$50.00
36. Certification Fee	\$20.00		

Total Fee (Must include the \$50.00 non-refundable application fee)

Make checks payable to “City of Clare”

* See VII. Fee Clarification Item #2

** See VII. Fee Clarification Items #14 & 15

IX. Instructions for Completing Application

General: Mechanical work shall not be started until the application for permit has been filed with the City of Clare. All installations shall be in conformance with the Michigan Mechanical Code. **No work shall be concealed until it has been inspected. When ready for an inspection, call 989-386-7541 ext 101 providing as much advance notice as possible. Provide the job location and permit number.**

Expiration of Permit: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF INSSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

VALIDATION AREA